



**CITY & COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
DIVISION OF PURCHASING**

Position: Procurement and Specifications Specialist IV (Contract)

General Summary of Duties and Responsibilities:

Works under general supervision; independently performs the full range and variety of work in purchasing and establishing standards and specifications for highly technical and complex goods, and services as assigned. Procures commodities and services through the centralized purchasing concept to cost effectively to meet the operational needs of City departments and agencies. Performs special assignments and other duties as required.

Duties and Responsibilities:

- Participates in the buying for highly technical and complex commodities, services, and construction. Drafts specifications and terms and conditions for bids. Provides information and clarifies bid requirements to vendors. Receives and reviews bid quotations, recommends award along with adequate justifications, and issues appropriate documents upon award approval.
- Reads and attends instructional and training classes to gain knowledge of current laws, rules, regulations, policies, and procedures governing City purchasing.
- Explains to contractors the City's needs for specific commodities and services. Maintains effective relationships with contractors; clarifies and interprets provisions of existing policies and laws regulating City purchases.
- Investigates complaints from City requisitioners against contractors for unsatisfactory contract performance and recommends appropriate action, such as assessing liquidated damages for late delivery or late completion or suspending vendor from participating in City bids.
- Investigates bid protests and recommends or takes appropriate action.
- Recommends, provides oversight, or conducts negotiations for purchases of goods and services without bid, as permitted by law, and provides written justification.
- Participates and shares specialized knowledge with other Procurement and Specifications Specialists in preparing specifications for solicitations and contracts.
- Provides information to City requisitioners as required including commodities and services on City contracts and purchasing procedures to acquire commodities and services.
- Researches through various marketing, technical, and industrial journals and publications to keep abreast of market and technological developments to insure that the City buys proper products at the best possible cost.
- Maintains procurement records and documentation.
- Performs other related duties required, including grants, concessions, and leases.

Qualification Requirement:

A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business or public administration, marketing, economics or related field and two (2) years of professional experience in centralized purchasing and standards and specifications development activities.

To apply: Send a cover letter, your current resume and at least 3 references to bfspurchasing@honolulu.gov.

Deadline to apply: Applications will be accepted until position is filled.